



## **How to Register as a Vendor for the Conference**

**Please note: The exhibitor registration process has changed. Please follow these step by step instructions to register as an exhibitor.**

### **Starting Registration:**

**\*Please note you must have a MI-TRAIN account before registering, see MI-TRAIN instructions also attached.**

- [Log in here](#) then type in "1082535" in the search box and click **Enter**.

**Click on the title 2019 Great Lakes Homeland Security Training Conference & Expo Vendor Registration to register**

## 2019 Great Lakes Homeland Security Training & Expo-Vendor Registration

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Payment is required!

Pending

Conference

ID 1082535

Vendor registration description

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Your schedule

Click on the green “Go to Step 2 of Registration” button to continue.

Confirmation

There is a fee associated with this content.

To proceed for additional payment information please click "Continue".

Cancel

Continue

You will receive a confirmation screen stating there is a fee associated with this registration. Click Continue.



## WELCOME TO THE PAYMENT PROCESSING CENTER.

The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..

Special Code:

**NOTE:** The registration process will end if left idle for more than 15 minutes.

Next you will see the Payment Processing Center page, if you were not given a Special Code, hit "**Continue.**" (Only non-profit organizations will have a special code)



## REGISTRATION INFORMATION

Please fill out the following registration information:

	Additional Fee	
Your registration fee includes a 10x10 booth, would you like to upgrade to a 10x20 booth?	\$325.00	No <input type="button" value="v"/>
Your registration fee includes a 10x10 booth, would you like to upgrade to a vehicle space?	\$550.00	No <input type="button" value="v"/>
Name of first booth representative		<input type="text"/>
Second Booth Representative		<input type="text"/>
Would you like the to add an additional booth representative?	\$60.00	No <input type="button" value="v"/>
If you chose to add the additional booth representative, enter name		<input type="text"/>
Please indicate your first booth choice		<input type="text"/>
Please indicate your second booth choice		<input type="text"/>
Please indicate your third booth choice		<input type="text"/>
Will you need electricity?	\$60.00	No <input type="button" value="v"/>
What company name would you like on your booth sign?		<input type="text"/>
Would you like to be a Gold Sponsor?	\$6,000.00	No <input type="button" value="v"/>
Would you like to be a Silver Sponsor?	\$4,000.00	No <input type="button" value="v"/>
Would you like your logo on the Guidebook app?	\$100.00	No <input type="button" value="v"/>
Would you like to be a Bronze Sponsor?	\$1,000.00	No <input type="button" value="v"/>
Would you like 1 logo Floor Cling?	\$300.00	No <input type="button" value="v"/>
Would you like 3 logo Floor Clings?	\$500.00	No <input type="button" value="v"/>
Would you like 5 logo Floor Clings?	\$700.00	No <input type="button" value="v"/>
Would you like 7 logo Floor Clings?	\$1,000.00	No <input type="button" value="v"/>

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[Continue](#)

**\*If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!\***

Once you have reached the Registration Information page, please read each question very carefully as several questions are defaulted to **"No."**



Michigan State Police

Michigan.gov  
The Official State of Michigan Website

Who is responsible for the payment of this course/conference:

☒ Self  
☐ Employer

*\*If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!\**

Next, select “**Self**” when asked who is responsible for payment.



Michigan State Police

Michigan.gov  
The Official State of Michigan Website



**PAYMENT METHOD**

Please select your method of payment:

☒ Credit Card

*\*If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!\**

When you reach the Payment Method page, the Credit Card box is checked, **this is the only form of payment that is accepted,** click continue.



**Michigan.gov**  
The Official State  
of Michigan Website

### STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email Address:

\* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

Next, please verify your information by clicking “**continue.**”

Then you will see the Verification of Additional Information page, please review and click on the “**I agree**” to the terms and conditions at the bottom of the page. Then click “**continue.**”

Payment Method

**Payment Request**

Welcome to the CEPAS Credit Card Processing Payment Module.

This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Visa, MasterCard, or Discover credit card. This payment will appear on your statement as "MI STATE POLICE PMTS."

To begin the payment process, select payment method, then click on "NEXT" in the box below.




\* Indicates required field

Choose method of payment

☐ Pay by electronic check

\* Account Type:

☒ Pay by credit card

**Important Information Regarding Debit Blocks**  
Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

**International ACH Transactions (IAT)**  
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

You will now be redirected to the payment request page. Check “Pay by Credit Card” then click “Next”.

Enter all credit card information, click "Next".

You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**